

*Town of Needham, Massachusetts 02492  
Invitation for Bids  
Furnish & Delivery of Parking Meters & Accessories  
IFB 14DPW-011G  
ADDENDUM #1*

**Notice to All Prospective Bidder**

**ADDENDUM #1 RELEASED (Friday, May 24, 2013)**

The Town would like to make the following change to the bid documents for 14DPW-011G:

The Town did receive 17 requests for clarification by prospective bidders before the deadline.

- 1) Can you please provide the manufacturer, model, and quantity of existing parking meters and housings in the Town of Needham?

**Town primarily uses 1970s vintage Duncan meters, 18 single head and 77 double head. These units are all mechanical. The Town also has piloted using electronic meters and these consist of 21 Single Space Double Head Meters and 6 Single Head Single Space Meters all POM electric meters.**

- 2) Please confirm SHDSM – refers to a single head meter that controls two spaces by the use of a space selection button like the POM 2 button 2 space meter shown in the picture.

**That is correct.**

- 3) Will the Town consider a single head solution that uses 1 button only and that the customer pushed to select their space then deposit their money?

**Yes.**

- 4) The housing specifications state that the housing can be made of ductile iron or zinc die cast – as the Town can appreciate these two elements have a significantly different cost attached to them. One vendor could have an all zinc solution and the other could quote an all iron solution. The all zinc solution will be considerably less and thus have a much better chance of winning the Town's business based on price alone and not longevity of service or resistance to vandalism.

**These two materials are deemed acceptable to the Town.**

- 5) Page 6 – Section D – The specifications ask for the dome to lock at the four corners. The only vendor that provides a zinc solution that has a dome that locks on all corners is POM, the other major suppliers only offer an all iron solution that meets the requirements. The question is – will the Town accept an all iron solution understanding it will cost more and in order to compare bids to bids they will have to work with only all iron responses, or are they simply going with the lock in all four corners and the least expensive solution will win?

**As stated in section 1.08 Vendor Selection "The Town will review all bids, and will select the lowest most responsible and responsive bidder". It is the Town's intention to have a dome that is secure.**

- 6) Page 6 – Section D – Is the requirement that the dome lock in all four corners a deal breakers?

**The Town will accept any meter that is secured appropriately. If not locked at all four corners, the successful bidder must prove that their method is secure.**

- 7) Page 7 – Vault – The only supplier who offers an all zinc solution with a coin can that holds \$65 and has a dome that locks in all four corners is POM. Is it the Town's desire to limit their meter solution to only the POM product?

**No, the Town is intending to award to any meter solution that meets the specifications. As the Town is combining many meters to dual space and has limited collection resources, the coin can should be able to hold approximately \$65 in coins.**

- 8) Page 7 - The Town is asking the display to be able to show "No Parking" and Free Parking". Is the spelling of the word "Parking" required on the display or can the display simply state "Free" and "NS" – for No Stopping or "NP" – for No Parking.

**Stating Free in lieu of Free Parking – is acceptable. Abbreviations are not acceptable.**

- 9) Page 8 – Section J – Card Reader – According to the pictures show what the Town is currently using, they have a coin/Park Card mechanism, is the Town wanting this replacement equipment to be coin/Park Card or are they expecting the card reader to accept credit cards and clearing them online with a simple software update when the Town decides to move in that direction?

**The Town does not require a park card mechanism. It does anticipate the need to modify the coin acceptor system to allow for credit cards in the future, should the Town decide to utilize credit cards.**

- 10)Section 2.03 – How many keys does the Town want with the cart?

**Two keys.**

- 11) Section 2.03 – Does the Town want keys shipped in the collection cans from the supplier or for security will they install the keys supplied by the vendor when the equipment gets on site?

**Keys should be shipped with the collection cans.**

- 12)Page 6 states the meter must be easily convertible to a credit card accepting meter. Can you better define what the Town considers "easily convertible"?

**The Town does not want to replace the mechanisms that it is purchasing should it become necessary to accept credit cards. Any additional equipment or activation that modifies the existing system is acceptable.**

- 13)Section 2.05 – B-2 – Does the Town want all invalid coins counted as well?

**That would not be required.**

- 14) Section 2.05 – B- 4 - Does the Town want the successful vendor to provide a handheld device for auditing or does the Town expect the successful vendor to be able to interact with a handheld already being used by the Town?

**It is expected for this option that the successful vendor provide the required handheld.**

- 15) If the Town want the successful vendor to provide a handheld device for auditing how many does the Town expect?

**One.**

- 16) Section 2.05 – part C – 1 0 Does the Town mean reset at the time of audit or reset each time the coins are collected and no audit is performed?

**Reset at the time of the audit.**

- 17) The pricing sheet lists separate items for meters and housings. My company prices the housing with the meters. How do I bid?

**If the Housing (Item 3) price is included with the Single Head Single Space Meter (Item 1) or the Single Space Double Head Meter (Item 2), then you may leave Item 3 as blank, and include the price with Item 1 and Item 2. If item 3 is blank no additional costs for the housing may be charged.**

The above responses were prepared by or in consultation with:

**Carys Lustig, Supervisor of Admin/DPW  
Dylan Cook, Administrative Analyst  
Rhain Hoyland, Superintendent of Highway  
Erik Lannigan, Assistant Superintendent of Highway**

*Bidders are reminded that Bid Price Proposal Form **must** acknowledge receipt of any and all addendums.*

**The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.**